



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
FWS/DF

NOV 2 1999

Memorandum

To: Service Directorate

From:  Director

Subject: Trip by Trip Travel Authorization Required for Training

As of December 1, 1999, trip by trip travel authorizations will be required for employees who are traveling in temporary duty status for training purposes. Limited Open Travel Authorizations issued after that date should exclude the authority to travel for training. This procedural change does not apply to training provided through the Service's National Conservation Training Center.

Travel for training should be reviewed by the supervisor for cost effectiveness and verification that the training class or equivalent training is not offered in the local commuting area. These procedures will strengthen management controls which ensure that all costs are considered at the time training is approved.

The trip by trip travel authorization, Section 10, Purpose and Remarks, should contain the following statement: "Training was not available within the local commuting area." This statement indicates that the supervisor has reviewed and approved the trip by trip travel authorization as a necessary travel expense. If training is available in the local area, an explanation of the need to travel for training should be provided in Section 10 of the travel authorization. A copy of the specific trip by trip travel authorization must be attached to the travel voucher when it is forwarded for supervisory approval and payment.

If you require additional information, please contact Ms. Mazie Murphy, Chief, Branch of Financial Policy and Region 9 Finance, at (703) 358-1742.

